

Administrative and Healthcare Technologies Department

Medical Office Administration Program

Medical Billing and Coding AAS (A25310C)

2020-2021 Curriculum Sheet

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Fall I							
Prefix	No	Title	Class	Lab	Clinic	Credit	Course Prerequisites
ACA	111	College Student Success	1	0	0	1	None
MED	121	Medical Terminology I	3	0	0	3	None
OST	131	Keyboarding	1	2	0	2	None
OST	137	Office Applications I	2	2	0	3	None
Elective	1	Natural Science/Mathematics	3	0	0	3	See Catalog
Elective	2	Humanities/Fine Arts	3	0	0	3	See Catalog
Total Recommended Hours			13	4	0	15	

Spring I							
ENG	111	Writing and Inquiry	3	0	0	3	ENG 002 with grade P2
MED	122	Medical Terminology II	3	0	0	3	MED 121
OST	134	Text Entry and Formatting	2	2	0	3	OST 131
OST	136	Word Processing	2	2	0	3	OST 131 & OST 137
OST	164	Office Editing	3	0	0	3	None
Total Recommended Hours			13	4	0	15	

Summer I							
OST	286	Professional Development	3	0	0	3	None
OST	148	Medical Ins & Billing	3	0	0	3	MED 122
OST	149	Medical Legal Issues	3	0	0	3	None
Elective	3	Communication	3	0	0	3	None
Elective	4	Social/Behavioral Sciences	3	0	0	3	See Catalog
Total Recommended Hours			15	0	0	15	

Fall II							
OST	247	Procedure Coding	2	2	0	3	OST 148
MED	116	Introduction to Anatomy & Physiology	3	2	0	4	None
OST	248	Diagnostic Coding	2	2	0	3	MED 122 & OST 148
OST	280	Electronic Health Records	2	2	0	3	OST 137
OST	263	Healthcare Customer Relations	3	0	0	3	OST 148
Total Recommended Hours			12	8	0	16	

Spring II							
OST	243	Medical Office Simulation	2	2	0	3	OST 131 & OST 148
OST	260	Adv Coding Methodologies	2	2	0	3	OST 247 and OST 248
OST	249	Med Coding Certification	2	3	0	3	OST 247 and OST 248
OST	288	Medical Office Admin Capstone	2	2	0	3	OST 148
OST	250	Long-Term Care Coding	2	2	0	3	OST 148
Total Recommended Hours			10	11	0	15	

Total Program Hours 76

Program Option/Electives	
Elective 1	- Take one: BIO 161 or MAT 110
Elective 2	- HUM 115, HUM 120
Elective 3	- COM 120 or 231
Elective 4	- ECO 251, PSY 150, SOC 210, or SOC 213
Program's highest developmental courses that MUST be completed	
ENG 002 with grade P2 & MAT 003 with grade P1	Placement scores determine required courses
Score =	
Notes:	
Program total could exceed 76 depending on elective choices	

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as DMA and DRE courses that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regard to the timelines of various course offerings.